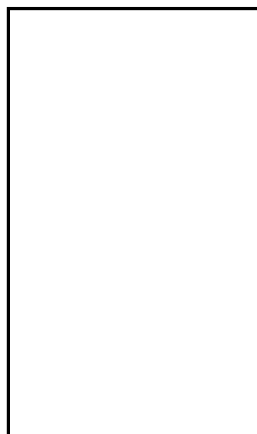
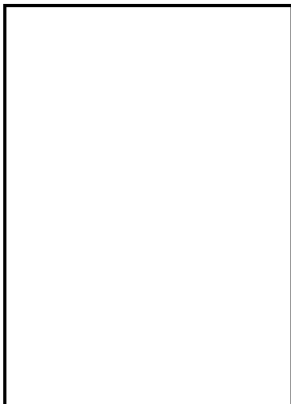


IAS STAFF MEETING MINUTES

22 March 1973

PRESENT:

G. Allen



1. Mr. Allen called a special staff meeting to discuss the reduction in personnel that has been affecting IAS this week. He began by outlining the two-fold purpose of the reduction--to reduce the number of people in the Agency, and to improve the quality of the personnel remaining.

2. In IAS the reduction has involved two stages. The first stage involved those people on whom actions had already been initiated for various reasons, and those whose performance was marked by some clear deficiency. The second stage was more difficult--it involved those whose performance was marginal and who were not measuring up to standards in IAS in general.

3. Guidelines for the reduction were provided by the DDI. Everyone in IAS affected by the reduction has now been notified that they have been declared excess to the current and anticipated manpower requirements of DDI. The Director of IAS reviewed with the IA Career Service Board the performance of all IAS personnel, comparing each person with others in the same grade and line of work. Decisions were made by the Director, and reviewed with the DDI.

4. The Office of Personnel will inform these persons of their rights, benefits and options in this action.

STATINTL

5. IAS will lose ☐ people altogether. Any rumors you hear about further reductions are based only on speculation. There is no reason for further concern at this time. All IAS personnel should simply concentrate on improving their performance.

6. Mr. Allen answered a number of questions during the discussion which followed, amplifying or clarifying points made above. It was emphasized that supervisors have a continuing responsibility for reviewing the performance of people under their supervision, for carefully and objectively evaluating their performance, and for counselling and working with them to improve their performance as may be required. Only through conscientious and continuous activity in this regard can management best serve the interests of the people in IAS in situations such as the current personnel reduction.

GWA:el